



TOWN OF HUDSON

Municipal Utility Committee



Bernie Manor, Chairman Nancy Brucker, Selectmen Liaison

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Hudson Municipal Utility Committee Meeting Minutes

Date of Meeting: October 16, 2013

Attendees:

Bernie Manor, Chairman
Jeff Rider, Vice-Chairman
Leo Bernard
Bill Abbott
Robert Russell
Nancy Brucker- Selectman's Liaison
Patrick Colburn, Town Engineer
Valerie Marquez, Water Utility Clerk
Donna Staffier-Sommers, Sewer Utility Administrative Aide

Absent:

David Shaw – excused

Guest:

Jeff McClure – Weston & Sampson

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Wednesday, October 16, 2013, at 5:00 pm, in the main meeting room of the Town of Hudson at Town Hall. Secretarial duties were provided by Donna Staffier-Sommers.

Agenda item 7A. Asset Management – Water discussion was taken out of order to welcome Jeff McClure of Weston & Sampson.

Jeff began by explaining what asset management is. It is a process of identifying what assets you have, where they are, determining what you need, useful life and replacement costs. This helps with cost planning and priority scheduling. Pat mentioned that Pennichuck Water Works has adopted an asset management plan. Jeff then went on to inform the Committee that DES is offering grants to start an asset management plan. There is a total kitty of \$150,000 and ten successful applicants will each receive \$15,000. Applications are looked at more favorably if you can show that you are educating your customers about the importance of asset

management and explain your method, such as bill inserts, cable etc. It was mentioned that the Water Utility bond will be paid off in 13 years, so that will free up some money. To start the process, all water utility assets must be evaluated. Jeff Rider added, an important item to consider is replacing the 2" galvanized lines with 8" lines.

The Committee thanked Jeff McClure for his time and informative presentation. He then left the meeting at 5:45pm.

1. Acceptance of Minutes

The minutes of the September 18, 2013 Municipal Utility Committee meeting were read and approved. A motion was made by Bill Abbott to "accept the meeting minutes for meeting dated September 18, 2013." Bob Russell seconded. The motion carried.

The minutes of the October 2, 2013 Municipal Utility Committee workshop meeting were read and approved, but will require the correct format. Jeff Rider made motion to "accept the workshop meeting minutes dated October 2, 2013 with the corrected format." Bill Abbott seconded. The motion carried with Leo Bernard abstaining.

2. Financial Status – Water Utility

- A. The Cash Flow report through August 31, 2013 was reviewed by the Committee. It was noted that the reports don't give much information. The expenditures are now taken out of general fund and then an interfund check is periodically written from the water utility account. The reports will show no expenditures other than lockbox fees and returned checks until this transaction occurs.
- B. The Expenditure report through September 30, 2013 was reviewed by the Committee. It was again discussed that the percentage used is high because of large P.O.'s written to cover expenses for the year.
- C. The Revenue report dated September 30, 2013 was reviewed by the Committee without comment.
- D. The Pennichuck Water Works operation report for August 2013 was reviewed. Page 10 lists a hydrant as being repaired by Sunshine Paving on Constitution Drive. Was the damage done by Sunshine Paving and were they billed?

3. Old Business- Water Utility

- A. Water Utility updated policy – Jeff made the changes requested at the last meeting. The Committee will take the policy home to review for the next meeting. One item discussed was the current billing to tenant vs. billing to owner only. Valerie handed out a list of aged receivables. The total amount outstanding is \$296,364.69 between

the years of 2000 and 2010. Valerie will get copies of the policies from other towns as to how they handle the tenant/landlord water billings.

- B. The FY 2015 Water Utility budget was briefly reviewed. Patrick presented it to the Board of Selectmen last night.

4. New Business – Water Utility

- A. The presentation by Jeff McClure regarding asset management was moved to the beginning of the meeting.

5. Financial Status – Sewer Utility

- A. The cash flow report through August 31, 2013 was reviewed by the Committee.
- B. The Expenditure report though September 30, 2013 was reviewed. Bob questioned the stone and sand line items in the 5562 account as being already over expended. This is because of a recent reconstruction project on Chase Street.
- C. The Revenue report through September 30, 2013 was reviewed.

6. Old Business – Sewer Utility

- A. Balance of capacity – 37,965 gpd.
- B. The Sewer Utility FY 2015 budget was briefly reviewed. Bernie presented it to the Board of Selectmen last night.

7. New Business – Sewer Utility

- A. None.

8. Other

- A. Patrick shared a copy of a memo he sent to the Board of Selectmen requesting approval of a work order to correct low pressure water service on Kimball Hill Rd by reconnecting it to a higher pressure service fed from Old Windham Rd. This will service the nearby residential area along with the Hudson Senior/HCTV Access Center. On October 8, 2013, the Board approved the work order in the amount of \$12,500 to be paid by the Water Utility.

- B. Valerie handed out a copy of a letter being sent to Water Utility customers explaining the disconnection process and what is required to get water service reinstated after it has been disconnected. This information is also being furnished to Hudson Cable TV.

9. **Closing Remarks**

- None

Bernie Manor adjourned the meeting at 6:55pm. The next meeting is scheduled for November 20, 2013.

Donna Staffier-Sommers
Sewer Utility Administrative Aide